



16 August 1954

MEMORANDUM FOR: Deputy Director/Administration

ATTENTION : Management Staff

SUBJECT : Increase in ORR and OCI Ceiling Based on the
Approved 1955 Budget

1. The Budget Bureau in its review of the "B" Budget Request for fiscal year 1955 specifically approved an increase of four positions as indicated below. These positions in turn were submitted and approved in the 1955 Congressional Budget:

a. Office of Research and Reports

For support of the [redacted]

b. Office of Current Intelligence

To completely staff the essential CIA Watch and Requirement activities:

For secretarial support for the USCIB Secretariat:

2. It is requested that necessary action be taken to increase the present ceiling allocation of ORR and OCI by one and three positions respectively. Funds to finance the subject positions during the current fiscal year are reflected in the approved allocations for these offices.

3. ORR and OCI will submit to the Classification and Wage Division, under separate cover, job descriptions for establishing the subject T/O positions.

[redacted]
Assistant to the DD/I (Admin.)

cc: ORR
OCI

~~SECRET~~

MS-230
ADD

OCT 8 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Establishment of Additional Positions in ORR and
OCI under Ceiling Increase Authorized by the Bureau
of the Budget

REFERENCE : Memorandum for DD/A from Assistant to the DD/I
(Admin), dated 16 August 1954, subject: Increase
in ORR and OCI Ceiling Based on the Approved 1955
Budget (MS-230)

25X1 The referenced memorandum requests the establishment of []
new position in ORR and [] new positions in OCI, based upon a Bureau
of the Budget ceiling increase. The Office of Personnel has reviewed
the proposed positions and approved their classification as follows:

a. The ORR position, to be located in Requirements Branch,
Intelligence Information Staff, is approved as Requirements
Officer, GS-0132.45-13.

b. According to OCI officials, the request for an additional
OCI Requirements Officer GS-11 position is limited to requesting
an increase of one in its personnel ceiling authorization, since
OCI already has an approved T/O position for this purpose.
Therefore, no classification action is necessary.

c. The proposed GS-7 Assistant Watch Officer position for the
CIA Watch Section, Intelligence Control Branch, Special Support
Staff, OCI, is approved as Watch Officer, GS-0132.07-9, based
on current classification standards.

d. The GS-6 secretarial position requested by OCI for the
Executive Secretariat USCIB is approved as Secretary Stenogra-
pher, GS-0318.01-5. OCI officials have concurred in this
classification action, subject to later review when position
information has been more fully developed.

[]
Harrison G. Reynolds
Assistant Director for Personnel

Attachment
Referenced Memorandum

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Approved For Release 2005/06/03 : CIA-RDP78-03568A001000030059-3

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

FROM : Chief, Budget Division

SUBJECT: Increase in ORR and OCI Ceiling

DATE: 24 August 1954

1. Reference is made to memorandum from the Assistant to the DD/I (Admin) dated 16 August 1954 to the DD/A, same subject.

2. There are sufficient funds available in the presently approved Office of Research and Reports and Office of Current Intelligence budgets to cover the cost of the four positions in question.



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AUG 25 1954